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<p align="center">Division of Forensic Science</p> <p align="center">QUESTIONED DOCUMENTS TRAINING MANUAL</p>	<p>Amendment Designator: A</p>
	<p>Effective Date: 6-May-2004</p>
<p align="center">1 INTRODUCTION</p> <p>1.1 Purpose</p> <p>The primary purpose of this program of instruction (POI) is to train students in forensic document examination. Upon completion of this training program, each student should be capable of performing forensic examinations (primarily non-destructive) of documentary evidence, and qualifying as an expert witness in the field of Forensic Document Examination. This POI meets, or exceeds, minimum training objectives published by the American Board of Forensic Document Examiners (ABFDE), and also meets, or exceeds, minimum guidelines for Forensic Document Examiner Training proposed by the Scientific Working Group for Document Examination (SWGDOC).</p> <p>1.2 Student Selection Criteria</p> <p>1.2.1 Candidates for training must possess a Baccalaureate Degree with Science courses.</p> <p>1.2.2 Candidates for training must possess normal color vision, and have the visual acuity necessary to perceive subtle differences in otherwise similar graphic forms. Color and form blindness tests shall be administered prior to selection for training.</p> <p>1.3 Duration</p> <p>The POI will require approximately 2 ½ years to complete. A time table for completion of each individual course is included in this manual. Students are expected to comply with each time table. Any adjustment of time will require approval of the Section Chief (or Section Supervisor if training occurs at a regional lab).</p> <p>1.4 Method of Instruction</p> <p>The POI contains a stated scope and objectives relevant to each block of instruction. While not all inclusive, this information is intended to provide the student with a sense of direction prior to commencing the reading assignments. During each block of instruction the subject matter shall be discussed with the student. Written, oral or practical examinations shall be administered. Results shall be reviewed and critiqued with the student prior to commencing the next block of training. In order to gain practical experience students shall engage in section operations, to include casework, as soon as deemed appropriate. Any casework completed by students will be considered training. These cases will be completely reexamined by qualified examiners, following which there will be a critique of the student's work.</p> <p>1.5 Adjunctive Training</p> <p>1.5.1 Supplemental training from outside agencies/organizations is considered valuable, but shall be contingent upon such factors as student progress, exigencies of the Division, availability of funds, and, of course, the availability of the particular training at a given time. Sources for supplemental training could include the following.</p> <ul style="list-style-type: none"> • RIT Orientation to the Graphic Arts • Mead Paper Knowledge Course • U.S. Secret Service Questioned Documents Course • FBI Fundamentals of Questioned Documents Course • FBI Advanced Office Machines Examinations Course <p>1.5.2 Training may also include field trips to such locations as the U.S. Bureau of Printing and Engraving, check printing companies, ink and pen manufacturers, rubber stamp manufacturers, match companies, and the like.</p> <p>1.6 Requirements for Program Completion</p> <p>Successful completion of the POI will require satisfactory performance on all examinations and practical exercises. Failure of any written or practical examination (to include the final comprehensive examination) shall result in a retest</p>	

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<p>within 30 days. Failure of the retest shall result in elimination from the student training program. Failure of any three (3) written or practical examinations given during the duration of the POI shall also be grounds for elimination. Also required is at least 2 months of satisfactory casework on actual cases submitted to the laboratory. A student's training will likely involve a number of qualified examiners, but the decision to qualify (or not qualify) shall lie with the Section Chief (or Section Supervisor if the training occurs at a regional lab).</p> <p>1.7 Assessment/Training of Experienced Personnel</p> <p>The responsibility for assessing the degree of qualifications of newly hired personnel who have previously successfully completed a qualifying training program of instruction in Forensic Document Examination shall lie with the Section Chief. In order to substitute for the entirety of the training specified in this manual, the qualifying course must have been formally structured, must have covered all appropriate facets of Forensic Document Examination, must have been administered by a reputable organization (or individual), and the duration must not have been less than two years (full-time). Methods of verifying the completion of prior training could include reviewing the individual's job application, personal interview, review of transcripts or prior training records, checking references, consulting with previous training officers, administering a series of practical exams, plus others. Newly hired personnel shall not be considered for certification by the Division Director (or appropriate designee) to begin any actual casework until each has successfully completed at least one competency test and an appropriate mock court exercise. The certification shall be in writing on a memorandum from the Section Chief to the Division Director, and shall contain the signatures of both the Section Chief and the Division Director (or appropriate designee). A copy of the signed memorandum shall be retained by the Section Chief.</p> <p align="right">► End</p>	